



STATE OF WISCONSIN

Department of Safety and Professional Services

Division of Industry Services
Administrator's Office
P. O. Box 2658
Madison, Wisconsin 53707-2658

Governor Scott Walker

Secretary Dave Ross

TTY: Contact Through Relay

March 4, 2013

Thomas Pinch, Village President
Village of Highland
530 Main St.
PO Box 284
Highland, WI 53543

Re: Village of Highland Commercial Building Delegation Request

Dear Mr. Pinch,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.60(5)(c), I delegate your municipality the primary responsibility to do commercial building inspections of all size buildings in lieu of our department. This delegation does not include any plan review delegation, which you may request as a separate delegation. Building plans for such buildings shall be submitted by the owner to our agency.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that Michael Fenley will be the primary code officials responsible for enforcement and has the proper certification to do so.

Please contact Gloria Kocovsky at (608)267-9706 or Gloria.kocovsky@wi.gov with changes in your contact information.

Our building inspection deputy for your area, Char Martin, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Kelli Kaalele
Division Administrator

cc: Char Martin
Brian Ferris
Robin Zentner